HRLAD
Time and Leave Administration
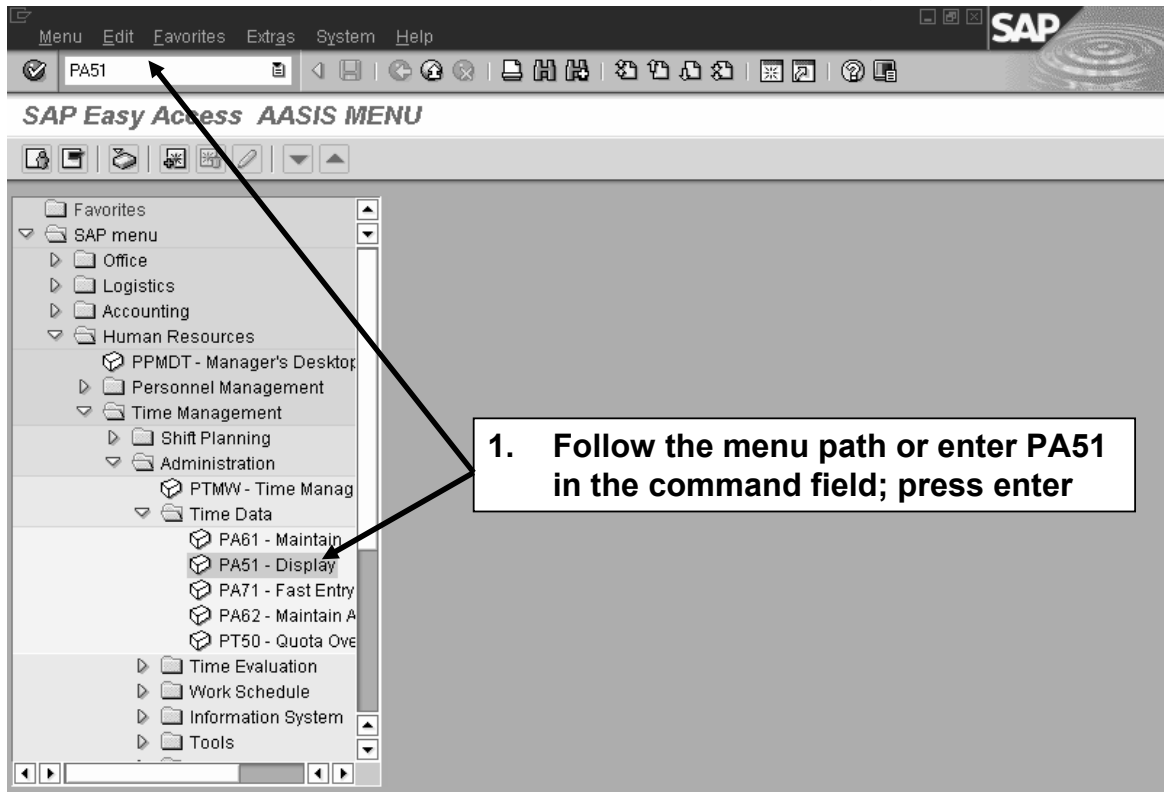Chapter 2 – Display Planned
Working Time

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02/16/04 Revised to V3

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A Planned Working Time infotype is assigned to each employee and describes the way time is recorded, the type of work period used in determining compensatory time, and the hours in the period. This infotype is maintained in Personnel Administration but can be displayed by Time Personnel.
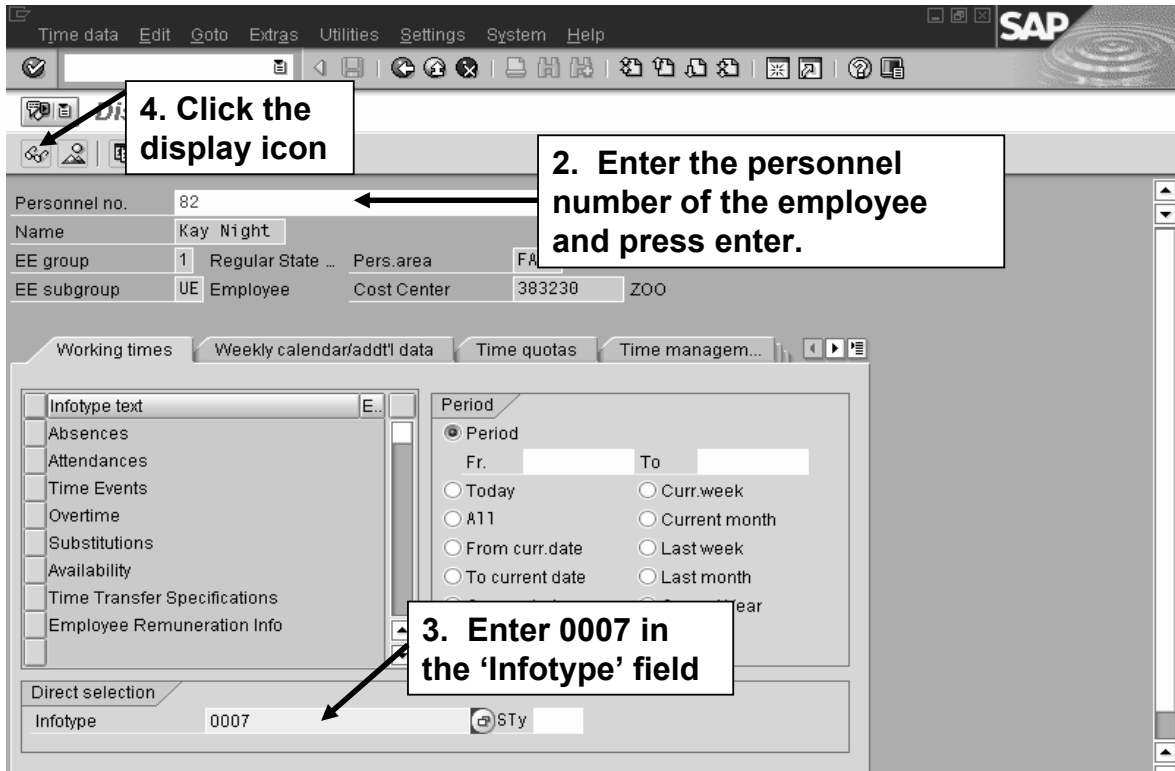
PA51 - Display Planned Working Time

PA51

SAP Easy Access AASIS MENU

- Favorites
- SAP menu
  - Office
  - Logistics
  - Accounting
  - Human Resources
    - PPMDT - Manager's Desktop
    - Personnel Management
    - Time Management
      - Shift Planning
      - Administration
        - PTMW - Time Manag
        - Time Data
          - PA61 - Maintain
          - PA51 - Display
          - PA71 - Fast Entry
          - PA62 - Maintain A
          - PT50 - Quota Ove
      - Time Evaluation
      - Work Schedule
      - Information System
      - Tools

> **1.   Follow the menu path or enter PA51 in the command field; press enter**

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The menu path is Human Resources > Time Management > Administration > Time Data > PA51 - Display

PA51 - Display Planned Working Time

In the 'Period' field, you may enter a start and end date for the period you wish to view or select **All** for an overview of all planned working time infotypes recorded for the employee.

If no date is entered, the most current planned working time infotype will be shown.

PA51 - Display Planned Working Time

Work schedule rule defines the days of the week and the hours in each day an employee is expected to work. A work schedule that is assigned to each employee describes the way time is recorded, the type of work period used in determining compensatory time, and hours in the period. It is also used to determine the number of hours the employee accrues for a holiday.

For example:

OPEN08 – Holiday time earned – 8 hours

OP12.25 – Holiday time earned – 12.25 hours

OPEN 24 – Holiday time earned – 24 hours

PA51 - Display Planned Working Time

Infotype   Edit   Goto   Extras   System   Help   **SAP**

Display Planned Working Time

🖫 🖻 👤 ▦ Work schedule ←   **5. Click on icon**

Personnel No	82		Name	Kay Nig…	Status	Active
EE group	1	Regular State Em…	Personnel ar	FA04	DFA	
EE subgroup	UE	Employee	SSN	012-66-0675		
Start	08/18/2003	To	12/31/9999	Chg.	12/07/2003 RHMORRISSEY	

Work schedule rule

Work schedule rule	OPEN08	Open Schedule 8 hours
Time Mgmt status	1 - Time evaluation of actual times	📄
Working week	Sunday to Saturday	📄

☐ Part-time employee

Working time

Employment percent	100.00
Daily working hours	8.00
Weekly working hours	40.00
Monthly working hrs	173.33
Annual working hours	2080.00
Weekly workdays	5.00

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Note: When you click on the work schedule icon you can display a monthly calendar view of the employee's schedule.

PA51 - Display Planned Working Time

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┌─                                                              □ ⯈ ⊠  SAP
│   Work schedule   Edit   Goto   System   Help
│  ⊘               ▣   ◁ 🖫   ✪ ✪ ✪   🖳 🖺 🖺   ⍡ ⍡ ⍡ ⍡   🔣 ⃞   ⓘ 🖷
│  Display Work Schedule
│  ┌────────┐ ┌───────────────┐ ┌───────────┐
│  │ Choose │ │ Previous month│ │ Next month│
│  └────────┘ └───────────────┘ └───────────┘
│
│   ES grouping          2      DWS grouping        60     Monthly hours    696.00   ▲
│   Holiday calendar ID   AS     Period work schedule  OPEN                            ▼
│   PS grouping          60     Work schedule rule   OPEN08
│
│   Valid       February    2004                      Chngd 06/23/
│   Work Schedule
│     D   SU  HC   D   MO   HC  D   TU   HC  D  WE    HC  D   TH  HC   D
│     01           02           03           04           05           06           07
│         OPEN ⊕   OPEN        OPEN        OPEN        OPEN        OPEN        OPEN
│     08           09           10           11           12           13           14
│         OPEN        OPEN        OPEN        OPEN        OPEN        OPEN        OPEN
│     15           16        1  17           18           19           20           21
│         OPEN        OPEN        OPEN        OPEN        OPEN        OPEN        OPEN
│     22           23           24           25           26           27           28
│         OPEN        OPEN        OPEN        OPEN        OPEN        OPEN        OPEN
│     29
│         OPEN
│
└─
```
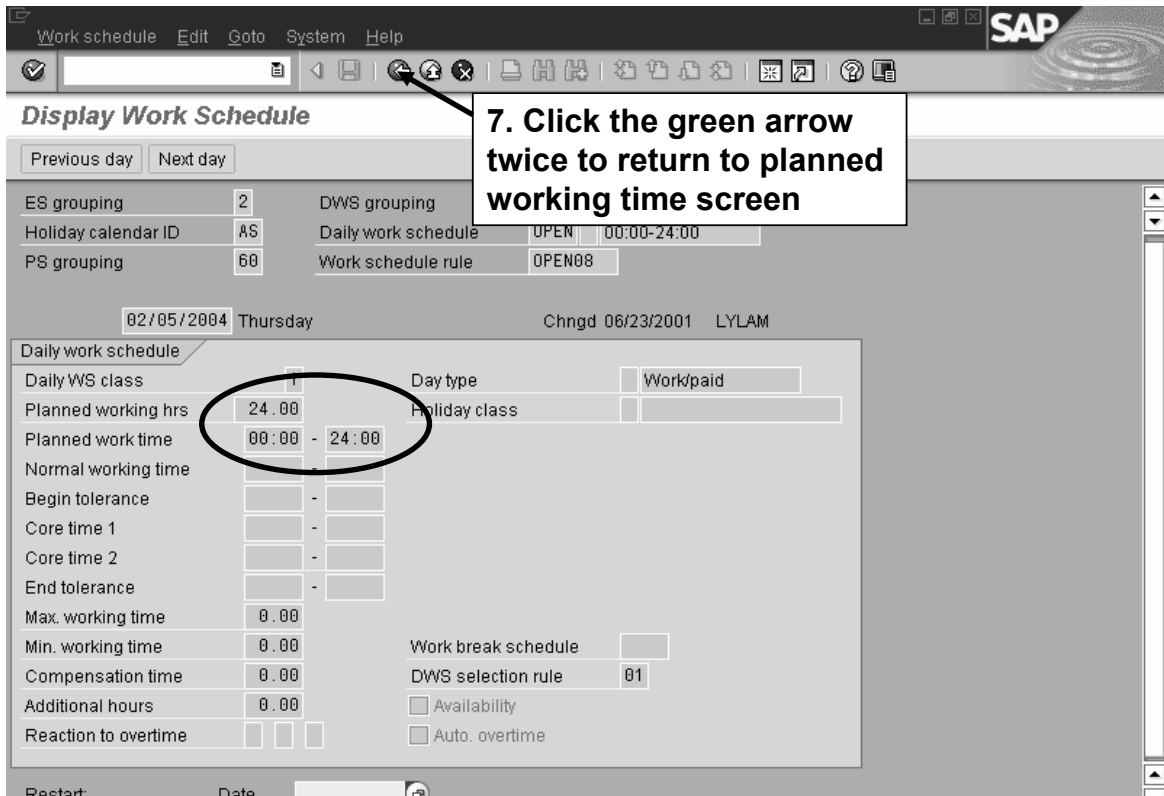
6. Double-click in any date or day

This screen gives you a breakdown of each day.

PA51 - Display Planned Working Time

Work schedule   Edit   Goto   System   Help

SAP

Display Work Schedule

| Previous day | Next day |

7. Click the green arrow twice to return to planned working time screen

ES grouping	2	DWS grouping	
Holiday calendar ID	AS	Daily work schedule	OPEN	00:00-24:00
PS grouping	60	Work schedule rule	OPEN08

02/05/2004 Thursday   Chngd 06/23/2001   LYLAM

Daily work schedule

Daily WS class	T	Day type	Work/paid
Planned working hrs	24.00	Holiday class	
Planned work time	00:00 - 24:00	
Normal working time		
Begin tolerance	-	
Core time 1	-	
Core time 2	-	
End tolerance	-	
Max. working time	0.00	
Min. working time	0.00	Work break schedule	
Compensation time	0.00	DWS selection rule	01
Additional hours	0.00	☐ Availability	
Reaction to overtime		☐ Auto. overtime	

Restart: Date

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This screen gives you a further breakdown of that date.

Note: The 'Planned work time' field shows the time frame that the system defaults for the non-exempt employee.

An exempt employee described as (NEL's) will have a 'Planned work time' field identified as 0800 – 1600 for an 8 hour work schedule. You should not enter an absence outside of this work time.

PA51 - Display Planned Working Time

Infotype   Edit   Goto   Extras   System   Help

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Display Planned Working Time

🖫 🖻 👤 🖽 Work schedule

Personnel No	82	Name	Kay Nig… Status Active
EE group	1 Regular State Em…	Personnel ar	FA04 DFA
EE subgroup	UE Employee	SSN	012-66-0675
Start	08/18/2003 To	12/31/9999	Chg. 12/07/2003 RHMORRISSEY

Work schedule rule

Work schedule rule	OPEN08 Open Schedule 8 hours
Time Mgmt status	1 - Time evaluation of actual times

8. Click the drop-down icon 🖹 .

0 - No time evaluation
1 - Time evaluation of actual times
2 - PDC time evaluation
8 - External services
9 - Time evaluation of planned times
Time evaluation for Quota only

☐ Part-time employee

Working time

Employment percent	
Daily working hours	8.00
Weekly working hours	40.00
Monthly working hrs	173.33
Annual working hours	2080.00
Weekly workdays	5.00

'**Time Mgmt status**' field indicates the way time is recorded for the employee.

1 – Time evaluation of actual times: This status indicates that time entry (attendances and absences) must be recorded in CATS in order for the employee to be paid. The system looks at actual times recorded and pays them accordingly.

9 – Time evaluation of planned times: This status indicates no attendance (only absences) time entry is recorded. The system automatically pays according to the work schedule planned for the employee.

PA51 - Display Planned Working Time

The '**Working Week**' field, describes the type of work period the employee is assigned. It is the FLSA defined period for which compensatory/overtime is computed for the non-exempt employee.

The attribute of the working period also includes the number of days in a period in which compensatory time is calculated. The number of days vary according to each rule.

PA51 - Display Planned Working Time

Example: An employee with the working week, "7K Law Enforcement -14 day" will calculate compensatory time based on the 7K rule for a 14 day period.

See table below:

Rule	No. of DAYS in Work Period
Standard	7
8/80	14
7K	7,14,28

PA51 - Display Planned Working Time

The '**Employment Percentage**' field identifies an employee as being part time or full time. The percentage of time that the employee spends in the position informs the system how leave is accrued for the employee. For example:

100% - the employee will earn annual leave time at the full rate (i.e. 8, 10, 12, etc.)

50% - the employee will earn annual leave time at half the rate (i.e. 4, 5, 6, etc.)

PA51 - Display Planned Working Time

Infotype   Edit   Goto   Extras   System   Help

Display Planned Working Time

10. Click the back arrow to return to the Display Time Data screen

Personnel No	82	Name	Kay Nig…	Status Active
EE group	1 Regular State Em…	Personnel ar	FA04	DFA
EE subgroup	UE Employee	SSN	012-66-0675	
Start	08/18/2003 To	12/31/9999	Chg. 12/07/2003 RHMORRISSEY	

Work schedule rule

Work schedule rule	OPEN08 Open Schedule 8 hours
Time Mgmt status	1 - Time evaluation of actual times
Working week	Sunday to Saturday
☐ Part-time employee	

Working time

Employment percent	100.00
Daily working hours	8.00
Weekly working hours	40.00
Monthly working hrs	173.33
Annual working hours	2080.00
Weekly workdays	5.00

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The Daily working hours is the employee's average daily working hours. This will be used in determining the holiday hours that will be banked for a positive reporting employee and for an exempt employee when the holiday falls on their scheduled day off. This is also used for the employee birthday.

Note: To view the planned working time of an exempt employee, repeat steps 2 – 10.